

## **Guidance for Preparing Focus Area Annual Reports for FY99**

**HQ Purpose:** To create parallel documents that can be used as handouts during Congressional and other high-level briefings that show the progress made by each Focus Area during FY99. Since they will be distributed together to describe various segments of the OST program, it is important that the Focus Area Annual Reports look similar and cover similar information.

**Field Purpose:** In addition to being used by HQ, it is hoped that the field will also distribute the documents to audiences interested in a summary of the Focus Area's accomplishments in FY99.

**General Information:** The FY99 Focus Area Annual Reports will be similar to the FY97 and FY98 Annual Reports in outline, layout, content, and style. FY99 Annual Reports will be prepared for five Focus Areas (Deactivation and Decommissioning, Mixed Waste, Nuclear Materials, Subsurface Contaminants, and Tanks). Information about programs that cut across all Focus Areas (Separations; Characterization, Monitoring, and Sensing Technologies; Robotics; and Industry Programs) will be incorporated into the appropriate Focus Area Annual Reports. To the extent practical, other OST programs, such as the Environmental Management Science Program, may wish to follow this guidance so that their annual reports have a similar look as those prepared by other parts of OST.

**Content Information:** Although there is room for flexibility, some content elements are required to be included by all Focus Areas. It is expected that each Focus Area will evaluate and adjust contents to meet its individual mission, needs, and information. The required content elements and suggestions for incorporating the required elements are below. The content elements below do not necessarily need to correspond to the sections of the Annual Report. The order and actual section titles may vary depending on the Focus Area's needs.

<b>Required Content Element</b>	<b>Suggestions for Incorporating the Required Information</b>	<b>FY98 Annual Report to use as a Model</b>
Overview of the Focus Area/Introduction	<ul style="list-style-type: none"><li>• Discuss the Focus Area's mission, strategy, vision, etc.</li></ul>	All

Required Content Element	Suggestions for Incorporating the Required Information	FY98 Annual Report to use as a Model
Discussion about how work within the Focus Area links to the EM Research & Development Plan	<ul style="list-style-type: none"> <li>• Discuss how Focus Area is contributing to meeting EM mission and benefiting EM.</li> <li>• Discuss how risk is being reduced, costs are being saved, deployment is being accelerated, high priority needs are being met, etc.</li> <li>• Be “solution-oriented” in the text, focusing on efforts of the Focus Area that are “foundation altering.”</li> </ul>	
Technology Users’ Perspective	<ul style="list-style-type: none"> <li>• Include a section about the User Steering Committee.</li> <li>• Include quotes from users.</li> <li>• Include a description of how users’ input shapes the Focus Area’s plans.</li> </ul>	TFA, p. 3-5
FY99 Accomplishments	<ul style="list-style-type: none"> <li>• Focus on systems rather than components of systems.</li> <li>• Select things that would be recognizable at the level of an Operations Office Manager and indicate how a Site is affected.</li> <li>• Include lists or discussions about <i>key</i> technologies demonstrated, deployed, and made ready for implementation as well as data delivered.</li> </ul>	
Product Line Information	<ul style="list-style-type: none"> <li>• Organize descriptions of highlighted accomplishments by Product Lines. (Have a different subsection for each Product Line.)</li> </ul>	MWFA
OST/TMS ID Numbers	<ul style="list-style-type: none"> <li>• Include numbers in parentheses after a technology name is given in a subheading. (Format should be OST/TMS ID 000) Note: Somewhere in the text, be sure to explain what TMS is.</li> </ul>	

<b>Required Content Element</b>	<b>Suggestions for Incorporating the Required Information</b>	<b>FY98 Annual Report to use as a Model</b>
Role of EMSP	<ul style="list-style-type: none"> <li>• Highlight as a sidebar.</li> <li>• Summarize selected projects within related Product Lines.</li> </ul>	All
Involvement with the ASTD program	<ul style="list-style-type: none"> <li>• Highlight as a sidebar.</li> <li>• Summarize projects within related Product Lines.</li> </ul>	DDFA, p. 20-21 SCFA, p. 7 and throughout text TFA, p. 8
Contact Information	<ul style="list-style-type: none"> <li>• Focus Area lead (field and HQ) <ul style="list-style-type: none"> <li>- Phone number</li> <li>- Fax number</li> <li>- E-mail address</li> <li>- Web site (Note: the preferred OST-HQ Web site address is <a href="http://ost.em.doe.gov">http://ost.em.doe.gov</a>)</li> </ul> </li> </ul>	SCFA, back cover

**Graphic Information:** Graphics and charts required to be included in the Annual Reports are described below. Required graphics must be provided at the end of the Annual Report. Focus Areas may opt to provide more graphics than those that are required. Graphics included in the Annual Report that are not required can be incorporated into the body of the document. Be sure to include a title and/or caption to help explain what is being conveyed in a graph, chart, and table.

<b>Required Graphical Element</b>	<b>Suggestions for Incorporating the Required Graphics</b>	<b>FY98 Annual Report to use as a Model</b>
Gate Model (using FY99 data only)	Line graph or modified line graph	SCFA, p. 10  TFA, p. 20
FY99 Funding Distribution (3) <ul style="list-style-type: none"> <li>- by Product Line</li> <li>- by site</li> <li>- for the entire Focus Area budget</li> </ul>	Pie charts (include dollar value and percentage figures)	MWFA, p. 28
Summary of FY99 Projects	Table (include TMS #, Task Title, Site, Site Need #, PBS #, Funding \$ Value, Product Line)	

**Things Not to Include:** Things that should not be included in the Focus Area Annual Report and why they should not be included are below:

<b>What not to include</b>	<b>Why not to include it</b>
Logos (other than DOE)	DOE-HQ Public Affairs will not approve publications for printing that have logos other than the DOE logo. If a Focus Area “logo” is treated as a design element (see cover of TFA’s report for FY98), then Public Affairs does not consider it to be a logo and will permit the Annual Report to be printed.
Mention of the Crosscut Program by name	Since the budgets for Crosscut Programs are now being included with the Focus Areas’ budgets, these programs should no longer be treated as individual programmatic entities. Projects traditionally considered part of a Crosscut Program should be discussed as part of the appropriate Focus Area Product Line.
Disclaimer	The DOE-HQ Public Affairs office has ruled that documents with the DOE seal should not include a disclaimer.

**Cover Design:** Since HQ uses the Focus Area Annual Reports as a set, it is important that they appear to be parallel documents. To help them appear like parts of a set, the covers need to be similar. To ensure the covers are similar, follow the instructions in Attachments B and C. Do not incorporate a logo into your individual cover designs.

**Format:**

- Ideally, each report should be 20 pages in length (excluding front and back covers). Length may be somewhat longer or shorter but must be provided in multiples of 4 pages for printing reasons.
- Fonts should be matched as closely as possible.
- Plan on a two-color print process.
- Printing specifications are provided in Attachment A.
- The inside cover will contain a Table of Contents (Futura, Helvetica, or Arial bold 14 pt).

- Main body fonts:
 

Headings	Futura, Helvetica, or Arial bold 16 pt
Subheadings	Futura, Helvetica, or Arial bold 14 pt
Subsubheadings	Slimbach or Times Roman bold italic 10 pt
Introductory text	Slimbach or Times Roman book italic 12 and 10 pt
Body text	Slimbach or Times Roman plain 10 pt
Captions	Slimbach or Times Roman medium italic 9 pt
- The back cover should include appropriate Headquarters and Focus Area names and telephone numbers, the Focus Area homepage, and reference to the OST homepage (<http://ost.em.doe.gov>). Logos are not permitted. The font for the back cover is Futura, Helvetica, or Arial book 14 pt.

### **Process, Responsibilities, and Schedule:**

- December 1    Focus Areas provide hardcopy mockup versions of their Annual Reports to Diana Krop who will coordinate Headquarters policy review. The mockup must include at least one sample page with color.
- December 15   Headquarters review is completed and comments are provided to Focus Areas.
- December 31   Focus Areas deliver to Diana Krop a final camera-ready copy/negative and Headquarters begins the process of getting the Annual Reports printed.

### **Hard Copy Distribution:**

Following printing, Headquarters will ensure that copies of the Focus Area Annual Reports are available in the DOE Forrestal and Cloverleaf buildings for use by OST management and staff. Headquarters will also send copies of the Annual Reports to the Focus Areas for distribution by the Focus Areas. It is up to the Focus Area to determine who should receive copies of the Annual Report by mail. Do not include OST-HQ staff and management on your distribution list since they will already have access to the Annual Reports. It is recommended that the Focus Area field lead include a cover letter with the mailed copy of the Annual Report. Focus Areas will also likely want to distribute copies with their exhibits at appropriate meetings and conferences.

### **Electronic Availability:**

It is expected that each Focus Area will make its Annual Report available on its web site either in a pdf or html format. Headquarters will establish a direct link from the OST web site (<http://ost.em.doe.gov> from “Publications”) to the Focus Area’s Annual Reports.

**Software:**

Headquarters has not specified a software program that Focus Areas must use for layout of the Annual Reports. Software compatibility is not a concern for Headquarters because it will not need the Annual Report files electronically. Instead, Headquarters will print the Annual Reports from camera-ready copy or negatives provided by the Focus Areas (see Attachment A) and will link directly to the Annual Reports on the Focus Area web sites (see above). The Focus Areas are free to use whatever software program for the layout of the Annual Reports that best meets their needs. Keep in mind when deciding which software program to use that the Annual Report will need to be converted for use on the Focus Areas' web sites.

## Attachment A

### Annual Report Printing Specifications

Focus Areas have three options for submitting their Annual Reports for HQ printing. These options are:

- Option 1. Submit composite film, color key, and blueline for two-color printing.
- Option 2. Submit camera-ready color separations for two-color printing.
- Option 3. Submit camera-ready hard copy for black and white printing.

Instructions and specifications for each option follows.

#### **Option 1. Submit composite film, color key, and blueline for two-color printing.**

Option 1 is the process followed by several Focus Areas to achieve the print quality of their FY97 and FY98 Annual Reports. For this option, you must go to a vendor to have the composite film made. You should request the following:

- right- reading, emulsion-down, negative film with line screen equal to at least 150 lines per inch;
- color key; and
- a blueline.

You should provide the vendor with an electronic copy of the Annual Report layout and laser print proofs of both individual colors and a composite. You must also provide all associated scans, graphic files, and fonts. Discuss with the vendor in advance which software programs they use to ensure compatibility. In the electronic version, scans of photographs should be 300 dpi at 100% printed size. Balance photographs as follows (for printing on coated paper):

- 95% shadow dot
- 40% midtone dot
- 05% highlight dot

Focus Areas must also send in a hard copy black and white composite for review by the DOE Public Affairs Office as well as a selected page printed in two-color to represent a close approximation of what the final two-color piece will look like.

#### **Option 2. Submit camera-ready color separations for two-color printing.**

For this option, you must submit two hard copy pages for each page in the Annual Report. One page will be what is printed in black or shades of black; the other page will be what is printed in a color or shades of that color. Photographs should be scanned and placed for position only on the pages that print black and then submitted in hard copy for the GPO printer to shoot and strip in.

Focus Areas must also send in a hard copy black and white composite for review by the DOE Public Affairs Office as well as a selected page printed in two-color to represent a close

approximation of what the final two-color piece will look like.

**Option 3. Submit camera-ready hard copy for black and white printing.**

If this option is selected, the inside pages of the annual report will be printed in only black and white (like Innovative Technology Summary Reports [ITSRs]). The cover can still be printed in color by following the instructions for preparing camera-ready color separations for two-color printing (see Option 2).



## Attachment B

### Annual Report Front Covers

#### General guidelines:

- Text placement should follow the basic design as shown in the accompanying pdf file.
- The front cover color should be 25% of the PMS color used in the Annual Report. The cover background must bleed (image area needs to exceed edge by 1/8 inch).
- The front cover PMS color should be the same as the color most frequently used by the Focus Area in its communication products.
- Front cover graphics can vary, but they should be photographs rather than technology diagrams.
- Do not include a logo (other than the DOE seal) on the front cover (or anywhere else in the document).
- The DOE seal must be 1 inch in diameter.
- Font styles, sizes, and colors are as follows:

Text	Style	Size	Color
U.S. Department of Energy Office of Environmental Management Office of Science and Technology	Helvetica Medium	12 pt with 14 pt leading	Black
FY99	Times Bold	100 pt	100 % PMS color
Annual Report	Times Bold	A & R = 20 pt Remainder = 18 pt	Black
Focus Area Name	Helvetica Bold	24 pt	Black
[Catch Phrase]	Times Bold Italic	28 pt with 30 pt leading	100% PMS color

- For an electronic copy of the basic front cover design in Quark XPress version 3.32, contact John Sours (WPI) at (540) 557-6072.

**Samples:**

- A sample base front cover (with and without additional graphics) is shown in the pdf file accompanying this guidance.
- The front cover samples are green (for the Subsurface Contaminants Focus Area). Other Focus Areas should use other colors.

## Attachment C

### Annual Report Back Covers

#### General guidelines:

- Text placement should follow the basic design as shown in the accompanying pdf file.
- The back cover color should be black with a layer of 30% PMS color underneath (to make the black look richer).
- Do not include a logo on the back cover (or anywhere else in the document).
- For all text on the back cover, the font style, size, and color are as follows:

Text	Style	Size	Color
[All text on back cover]	Helvetica Medium	12 pt with 13 pt leading	White

- For an electronic copy of the back cover design in Quark XPress version 3.32, contact John Sours (WPI) at (540) 557-6072.

#### Samples:

- A sample back cover is shown in the pdf file accompanying this guidance.
- The sample is for the Subsurface Contaminants Focus Area. Other Focus Areas should substitute their appropriate information.
- When listing OST's web site, use the following address: [ost.em.doe.gov](http://ost.em.doe.gov).